



## UNITED STATES BANKRUPTCY COURT WESTERN DISTRICT OF LOUISIANA

### NOTICE

#### **Notice Regarding the Filing of the Declaration RE Electronic Filing and Statement of Social Security Number - Rule 1007(f), the Copy of the Social Security Card, and the Copy of the debtor's Picture ID**

Beginning August 10, 2007 the *Declaration RE Electronic Filing and Statement of Social Security Number - Rule 1007(f), the Copy of the Social Security Card, and the Copy of the debtor's Picture ID* will begin being filed electronically with the court through CM/ECF. Attorneys will have the ability to file these at commencement and will no longer need to mail, or hand-deliver the documents to the Clerk's office.

The *Declaration RE Electronic Filing and Statement of Social Security Number - Rule 1007(f), the Copy of the Social Security Card, and the Copy of the debtor's Picture ID* include private debtor information; therefore, the electronic filings will be set up with restricted access to the document. Only users with court logins will have access to the document filed.

There will be two filing events and they will allow filers to see the document number, the docket entry, and will provide the filer with a Notice of Electronic Filing/Receipt of Filing upon completion. Once filed, filers will not have access to the documents. To ensure that the correct document is selected, is legible, and filed, it is highly recommended that all filers view any PDF being attached to a filing during the "Browse" option, just prior to finalizing a filing.

Please follow the below document (PDF) requirements.

- The *Declaration RE Electronic Filing and Statement of Social Security Number - Rule 1007(f)* must be signed by the debtors and the debtor's attorney and scanned into a PDF for filing.
  - The image must include the debtor's and the attorney's handwritten signatures. Electronic signatures will not be acceptable.
- Valid Identification must be provided.
  - Expired Identification is not acceptable.
  - If the Drivers License has a validation sticker on the back, then a copy of the back of the Drivers License must also be provided.
- Copies of all documents filed must be legible.
- Color copies should not be used.

Please follow the below instructions for filing the *Declaration RE Electronic Filing and Statement of Social Security Number - Rule 1007(f)*, and the *Social Security Card Copy and Picture ID Copy*.

- Scan/Image the *Declaration RE Electronic Filing and Statement of Social Security Number - Rule 1007(f)* and the *Social Security Card Copy and Picture ID Copy* into a PDF file.
- Login into the CM/ECF Document Filing System located on the court's website [www.lawb.uscourts.gov](http://www.lawb.uscourts.gov).
- Go to Bankruptcy, Begin A Case, BK Petition Documents, and select **Declaration Re Electronic Filing - Statement of SSN and Copy of Social Security Card - Picture ID**.
  - Both events should be highlighted for filing.
  - This may be accomplished by pressing the "ctrl key" when selecting.
- During the process of filing, you will be presented with two separate screens to select the documents being filed. One will be for the *Social Security Card Copy* and the *Picture ID Copy* and one will be for the *Declaration RE Electronic Filing and Statement of Social Security Number*.
  - Please select the appropriate radio button at each screen that represents the documents being filed.
- The Docket Text: Final Text will read as follows. "Social Security Card Copy and Picture ID Copy, Declaration Re Electronic Filing and Statement of SSN Filed by . . ."
- The Notice of Electronic Filing/Receipt of Filing will be presented and will e-mail out in the normal manner; however, the document will not be available for viewing.

If you have any questions or encounter any problems, please do not hesitate to contact the Clerk's office at one of the numbers listed below.

Tommie Slatten  
Court Services Supervisor  
Shreveport 1-318-676-4267  
1-866-721-2105

Bill Gates, Deputy in Charge  
Alexandria 1-318-445-1890  
1-866-356-5221

Jeanette Tizeno, Deputy in Charge  
Lafayette 1-337-262-6800  
1-866-789-6015